

## **GDTA By Law 4 - Code of Conduct**

**Revised October 2013**

*This Code of Conduct should be read in conjunction with the 2012 Model Rules (Part 3 – Members, Disciplinary Procedures and Grievances: Division 3 – Grievance Procedure, Rules 25, 26, 27, 28 and 29).*

In 2010 Bushwalking Victoria (BWV) developed and adopted a formal Code of Conduct. GDTA adopted the code at its April 2011 meeting and customised it for GDTA purposes at its committee meeting in June 2011.

The Code of Conduct is intended to set minimum standards of behaviour for all persons involved in GDTA activities.

This isn't intended to imply that the behaviour or conduct of GDTA members is less than desirable. Far from it – GDTA is one of the many clubs that enjoy good times and interaction between members during walks and other activities.

The formal Code of Conduct document gives a detailed process for dealing with complaints or breaches of the code. GDTA has developed a simpler process should there be a formal complaint that requires resolution.

However, if you believe that you have been affected by a breach of the Code, the best way to deal with it is to talk to the person/s concerned and try to sort out the issue before you make any formal complaint.

### **Every person participating in GDTA activities should strive to ensure:**

- The inclusion of every person regardless of their age, gender or sexual orientation;
- The inclusion of every person regardless of their race, culture or religion;
- There are opportunities for people of all abilities to participate in their activities;
- They demonstrate respect towards each other, their respective organisations and the broader community;
- There is a safe and inclusive environment for all;
- There is no violent or abusive behaviour;
- There is protection from sexual harassment or intimidation.

### **Breaches of the Code**

The following behaviours are considered to be breaches of the code:

- Violent or abusive behaviour towards another person
- Vilification of any kind towards another person
- Discrimination against another person based on their age, gender or sexual orientation
- Discrimination against another person based on their race, culture, religion or any other irrelevant personal characteristic
- Victimisation of another person for exercising their rights through this code of conduct
- Failure to maintain a safe environment free from violence, abuse, discrimination and harassment

### **GDTA responsibilities**

It is GDTA's responsibility to:

- Adopt, implement and comply with this code of conduct
- Make such amendments to its rules and policies necessary for this code of conduct to be applied and upheld
- Publish and promote this code of conduct for all members and visitors
- Deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner.

### **Responsibilities of individuals**

Members will agree to abide by the GDTA Code of Conduct. It is the responsibility of members to:

- Make themselves aware of the standards of behaviour required
- Be accountable for their behaviour
- Follow GDTA's procedures if they want to make a complaint or report a breach of the code of conduct.

### **Formal Complaints**

If you believe that you have been affected by a breach of the Code, the best way to deal with it is to talk to the person/s concerned and try to sort out the issue before you make any formal complaint.

However, if you wish to make a formal complaint, please contact The GDTA Secretary:

By email, to [secretary@gdt.org.au](mailto:secretary@gdt.org.au) or

By letter, with the envelope clearly marked CONFIDENTIAL and addressed to the GDTA Secretary P O Box 429 Daylesford Vic 3460.

Formal complaints will be referred to a meeting of the GDTA Executive Committee which comprises the President, Vice-President, Secretary and Treasurer.

The GDTA Executive Committee will endeavour to resolve the issue/s with the parties involved while complying with the New Model Rules.

Depending on the need for further information and the complexity of the complaint, then relevant information, advice or interpretation will be sought in confidence from specialist personnel associated with the bushwalking environment.

The resolution determined by the GDTA Executive Committee will be formally conveyed to all parties in writing in a timely manner.

### **Model Rule 29: Failure to resolve dispute by mediation, p14**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

Great Dividing Trail Association Inc

This revised version was approved and adopted by the GDTA Committee at its meeting held on Wednesday 9 October 2013.